

to Ecology. The county auditor will record and forward your *Certificate of Water Right* to you. It is the legal record of your water right.

Permit cancellations

The cancellation of a permit can be initiated either by the applicant or by Ecology. If you wish to cancel the permit, you must request the cancellation in writing. Ecology may cancel your permit for non-compliance with the provisions of the permit, failure to meet the development schedule, or non-payment of fees. You will receive a warning letter with 60 days to respond, prior to cancellation.

If you sell the property covered by this permit

A water right permit is considered personal property in Washington. If you sell the property associated with the permit, the permit should be formally assigned to the new property owner. An assignment form requires the notarized signature of the permit holder. This form is then submitted to Ecology with the required \$5.00 processing fee. An assignment form can be obtained from Ecology offices or our website. An assignment is also applicable to the application for permit stage of the process.



For more information

Contact your regional Ecology office for questions about your permit, or visit our website at www.ecy.wa.gov/programs/wr/wrhome.html



Northwest Regional Office
3190 - 160th Avenue SE
Bellevue, WA 98008-5452
(425) 649-7000

Southwest Regional Office
P.O. Box 47775
Olympia, WA 98504-7775
(360) 407- 6300

Central Regional Office
15 W. Yakima Ave., Suite 200
Yakima, WA 98902-3452
(509) 575-2490

Eastern Regional Office
N. 4601 Monroe
Spokane, WA 99205-1295
(509) 329-3400

You can download permit-related forms from www.ecy.wa.gov/biblio/forms-wrforms.html

This publication, and others about water rights, is available to view, download and/or order at www.ecy.wa.gov/biblio/wr.html

If you require this document in an alternate format, please call the Water Resources Program at (360) 407-6600 or TTY (for the speech or hearing impaired) at 711 or 800-833-6388.



Important Information About Your Water Right Permit

May 2004

04-11-010

Under state law, the waters of Washington collectively belong to the public and cannot be owned by any individual or group. Instead, Ecology may grant individuals or groups the right to use them. You have taken the first major step towards securing a Certificate of Water Right by obtaining a water right permit. Be sure to read through your permit carefully, so that you fully understand all the terms and responsibilities associated with it.



Permits are permission to develop a water right

A permit is permission by the state to *develop* a water right. It is not a *final* water right. A permit allows you to proceed with construction of a water system and to put the water to use, in accordance with the conditions specified in your permit.

Key dates: mark your calendars!

The permit includes a Development Schedule that specifies the dates (on or before) by which you must:

1. *Begin construction* of the water system. "Beginning construction" means that the well is drilled or the surface water diversion is constructed.
2. *Complete construction* of the water system. Your project is considered complete when the equipment (pumps, pipes, etc.) for delivering water to the place of use is installed.
3. *Put the water to full beneficial use*, up to the amount specified in your permit. "Beneficial use" is a key concept in Washington water law. It refers to both what the water is used for (e.g.

domestic use, irrigation, and recreation) as well as the amount of water necessary for the specified purpose (so water is not wasted.)

Reports must be submitted at each phase of development

As you complete each of these three stages in developing your water right, you will need to fill out and submit a form to Ecology to report your progress. These forms will be provided to you by Ecology, or you can download them from our internet site: www.ecy.wa.gov/biblio/forms-wrforms.html. These forms are:

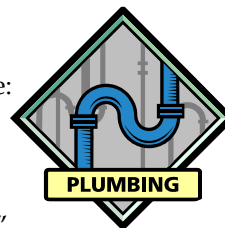
1. "Construction Notice: Beginning of Construction."
2. "Construction Notice: Completion of Construction."
3. "Proof of Appropriation of Water:" when the water is put to full beneficial use. This form must be signed and notarized before you return it to Ecology.

It is important to complete each form for each stage in a timely manner. **Failure to do so may result in the cancellation of your permit.**

Extensions

Although you are expected to adhere to your Development Schedule, there are often extenuating circumstances that make this impossible. You may request an extension. Since state law requires that the project be pursued with diligence and that good cause be shown before an extension can be granted, **your request must be made in writing and contain the following:**

- Describe the project status and development to date.
- Explain the reasons for delay in developing the project.



- Discuss the steps that have been taken to overcome delays.
- Propose a new development schedule that you believe can be met and why.
- Include a check or money order for the associated extension fees (see below).

The Ecology regional section supervisor, with advice from staff, will evaluate the request and approve or deny it. Your extension request will be evaluated on the basis of your good faith efforts, proposed schedule and the public interests affected.

Extension fees are calculated according to the following schedule:

- For an extension to submit the Notice of Beginning of Construction, the fee is a minimum of \$5.00 or 1/2 the permit fee for every year of the extension request, whichever is greater.
- For an extension to submit the Notice of Completion of Construction or Proof of Appropriation, the fee is \$5 for every year of the extension.

Unless you are notified otherwise, the check or money order should be included with the request and made out to the Department of Ecology.

Once your water is being put to full beneficial use

After receiving the completed and notarized Proof of Appropriation form, Ecology staff review the information and may do a field inspection (proof examination). Once the department confirms that all the conditions of the permit are met, you will be asked to submit statutory filing fees and county auditor fees

